

Statement of Community Involvement

~~October 2016~~ Revised July 2020

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1.0 Introduction

- 1.1 This document sets out how the Council intends to engage with communities through the planning process. This includes the preparation of new local plans and Supplementary Planning Documents, and procedures for consulting the public on the planning applications we receive. However, this does not apply to minerals, waste and county council developments which fall within Mid Devon as these are addressed in Devon County Council's SCI.
- 1.2 The Localism Act 2011 introduced the ability for town and parish councils in Mid Devon to draw up their own neighbourhood plans which can add detail beyond the strategic elements of the district council's local plans. In accordance with planning legislation, ~~the~~**is** Statement of Community Involvement ~~does not include a policy on neighbourhood planning~~**sets out how the Council will support neighbourhood planning groups.** ~~†~~The Council has a duty to support neighbourhoods in the preparation of their plans, and may **also** set out procedures or intentions for this outside of the Statement of Community Involvement.
- 1.3 The preparation of a Statement of Community Involvement is required under Section 18 of the Planning and Compulsory Purchase Act 2004. Mid Devon District Council's first Statement of Community Involvement was adopted in February 2007 and was updated in 2012 **and 2016** to ~~reflect the current legislation, including the provision of the Planning Act 2008, Localism Act 2011, The Town and Country Planning (Local Planning) (Regulations) 2012 and the National Planning Policy Framework~~ **reflect changes in legislation and national planning policy**. This review has been undertaken to take account of recent changes in planning legislation, **the National Planning Policy Framework (June 2019)** and to reconsider the most effective methods of community involvement in the planning process. The Council is legally obliged to comply with its Statement of Community Involvement, once it is adopted.

2.0 Consultation Approach

- 2.1 The Council will adopt an inclusive approach to community involvement ensuring as far as possible all sections of the community can be involved. No one will be unfairly discriminated against or receive less favourable treatment on grounds of race, colour, ethnic or national origin, sexuality, gender, disability, age, religious beliefs or social class.
- 2.2 All documents will be written in plain and clear language, aimed at being **easily** understood ~~by non-planning professionals~~. Jargon will be avoided and glossaries will be provided to explain the necessary technical terms. The Council will make reasonable effort to ensure that people with particular requirements will not be overlooked. Documents in other formats will be available where necessary, for example, large print, audio or translation in other languages.
- 2.3 The Council will promote the earliest possible consultation with and involvement of interested parties and will promote consensus solutions where possible. Where conflicting views cannot be resolved, the Council will take into account the various points of view, and will aim to take a balanced decision based on the full facts. All ~~comments~~ **representations** received as a result of consultation exercises **and within their** **consultation periods** will be considered and the Council will set out public responses to issues raised when decisions are made.
- 2.4 The Council will balance wide involvement in the planning process with the need for effective operation of the planning system. This difficult balancing act will reflect the level of resources available to the Council, the level of discretion that the Council has over a particular decision and the likely social, environmental, and economic impacts of the policy or proposal under consideration.

3.0 Local Planning - General Policies

- 3.1 ~~The National Planning Policy Framework (NPPF), published in 2012 reintroduced the requirement to produce a single local plan. Local plans (also known as Development Plan Documents) set out strategic planning policy, land allocations for development, and detailed policy on development management and allocated sites. Supplementary Planning Documents provide additional detail on any environmental, social, design and economic objectives that help to achieve sustainable development. June 2019, stipulates that the planning system should be genuinely plan-led and must include strategic policies to address each local authority’s priorities for the development and use of land in its area. These strategic policies can be produced in different ways, depending on the issues and opportunities facing each area. They can be contained in joint or individual local plans. Policies to address non-strategic matters should be included in local plans, and/or neighbourhood plans. Supplementary Planning Documents can also be used to provide further detail to the policies in the Development Plan.~~
- 3.2 The Local Plan is accompanied by the Authority’s Monitoring Report, the Statement of Community Involvement, and the Local Development Scheme. ~~The contents of the Local Plan are set out in a document called a Local Development Scheme. This Council’s Local Development Scheme~~ contains a timetable for production of local plans and other documents as appropriate.
- 3.3 Consultation Requirements are set out within the Town and Country Planning (Local Planning) (England) Regulations 2012. It is the role of the Statement of Community Involvement to provide an approach to public involvement tailored to the local area by supplementing these.
- 3.4 The Localism Act 2011 introduced a Duty to Cooperate on strategic planning matters that are ‘larger than local’. Furthermore, the National Planning Policy Framework (June 2019) includes the requirement to evidence effective joint working on cross-boundary matters through a Statement of Common Ground. The Council will cooperate with its neighbouring local authorities and public bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.5 The Mid Devon Local Plan will go through clear stages of preparation and scrutiny. A simplified illustration of the process is shown overleaf.

Preparation	Survey and evidence gathering Formulation of policy options Report to Cabinet Consultation Consider consultation responses Policy formulation
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Publication	Report to Cabinet and full Council Publication of local plan
Submission	Submission of local plan to Secretary of State All associated documents including consultation responses are submitted with the local plan
Examination	Examination in Public Planning Inspector holds an examination into the Local Plan, usually including public hearings. Inspector's report published Determines if plan is 'sound'
Adoption	Report to Cabinet and Full Council Council adopts the Local Plan

SCI/1 Document Availability

The Council will make local plans and supplementary planning documents widely available. They will be:

- a Placed on the Council's website for viewing and downloading;
- b Deposited at Council offices and public libraries within Mid Devon during consultation periods;
- c Sold at a price reflecting their production cost;
- d Provided free to parish and town councils and on request to statutory consultees and local voluntary organisations.

- 3.6 The Council will use its website to provide the opportunity for everyone to view and print copies of the local plan or supplementary planning documents. Consultation documents, approved policy documents and other papers of planning interest will be made available to download.
- 3.7 Copies of all local plans and supplementary planning documents, as they are produced, will be available for inspection during normal office hours at the Council's main office at Phoenix House, Tiverton and at public libraries throughout Mid Devon.
- 3.8 Anyone wishing to purchase a paper copy of the plan will be charged a reasonable price reflecting the production cost. In the case of parish and town councils, statutory consultees and local voluntary organisations, a free hard copy will only be provided where requested as people are encouraged to use the website wherever possible.

4.0 Local Plans

- 4.1 The Council will consult a range of stakeholders on all local plans and Supplementary Planning Documents. Technical guidance from other organisations such as the Environment Agency or Natural England may be sought specifically, and will carry significant weight. In more general terms the Council will publicise its plans and seek to engage the community in the planning process through a wide range of methods. The Council will create opportunities for all sections of the community to contribute to the planning process and have a real say in the shaping of Mid Devon.

SCI/2 Local Plan Preparation

The Council will prepare a report setting out the subject, scope and potential content of a local plan. Relevant stakeholders will be invited to comment on what the local plan ought to contain. The Council will use direct contact methods to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations.
- b parish and town councils adjoining or within Mid Devon
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified

The Council will publicise the local plan to notify all other stakeholders, using the following methods:

- i) Press release
- ii) Information on the Council website
- iii) Social media **and other forms of on-line engagement**
- iv) Public exhibitions **(physical and on-line)**
- v) Public meetings if requested by a town or parish council
- vi) Site notices when development allocations are proposed

The Council's report will be made available for public inspection at Council offices and public libraries within Mid Devon.

In preparing the local plan, the Council will take into account any representation made in response to this consultation.

- 4.2 The Council will seek to understand the policies and priorities of a range of stakeholders in order that these can be reflected in the local plan if possible. If necessary, the Council will meet with interested parties to discuss proposals for the local plan. When considering strategic planning matters, specific and general consultation bodies and those who have made representations will be invited to attend workshops in which particular issues will be debated in detail. Direct contact will be made by letter, email or other such communication. As a minimum, these will give details of the location of documents on the Council's website. Specific methods will be used to reach underrepresented groups. These could include attendance at relevant community group meetings or forums, and publicity of local plans via social media.
- 4.3 Representations must be made in writing and include the sender's full name and postal address to be taken into account. Information and comments provided to the Council during planning involvement will be made publicly available. The name and address of each representation will be published but all other personal details (e.g. signatures, email addresses and telephone numbers) will be redacted.
- 4.4 Public consultation does not commence until the Council's Cabinet has considered the report on the proposed local plan and approved it for consultation. When a local plan proposes the allocation of specific sites for development, the Council's Cabinet will hold separate meetings in Tiverton, Crediton, and Cullompton to discuss the sites relevant to that area. These meetings will be well publicised.

SCI/3 Local Plan Publication

The Council will publish the local plan before it is submitted to the Secretary of State for examination, to enable interested parties to make formal representations on its contents. The following consultation methods will be used:

Direct contact with:

- a relevant specific and general consultation bodies as defined in the regulations
- b parish and town councils adjoining or within Mid Devon
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified

General contact methods to notify all other stakeholders, using the following methods:

- i) Press release
- ii) Information on the Council website
- iii) Social media **and other forms of on-line engagement**
- iv) Public exhibitions **(physical and on-line)**
- v) Public meetings if requested by a town or parish council
- vi) Site notices when development allocations are proposed

The local plan will be made available for public inspection at Council offices and in public libraries within Mid Devon.

- 4.5 When a local plan proposes the allocation of specific sites for development, the Council's Cabinet will hold separate meetings in Tiverton, Crediton, and Cullompton to discuss the sites relevant to that area.
- 4.6 If the Council approves the local plan at this stage, there is a formal period of consultation followed by submission to the Secretary of State. Any representations received at this stage are submitted to the Secretary of State along with the local plan, Sustainability Appraisal, any proposed changes that the Council considers appropriate and all other relevant documents. The Inspector who will hold the examination into the local plan must take account of public and other opinion in judging whether the plan is sound.
- 4.7 The Inspector will determine the procedure to be adopted at examination, subject to the right to attend and be heard. Informal hearing sessions may be held over several days or weeks. When all matters have been considered the Inspector will prepare a report. The Council must publish the Inspector's recommendations as soon as reasonably practicable after receiving the report, and notify anyone who has requested notification at this stage. The Council must make the local plan and any associated documents available for public inspection once the plan has been adopted.

4.0 5.0 Supplementary Planning Documents

SCI/4 Supplementary Planning Documents: Masterplans

In preparing a masterplanning Supplementary Planning Document, the Council will carry out two stages of consultation. Direct contact methods will be used to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations
- b parish and town councils adjoining or within Mid Devon
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified
- d immediately adjoining residents who are likely to be affected ~~(as determined by the Planning Service)~~

Masterplanning Supplementary Planning Documents will also be publicised as follows:

- i) Press release
- ii) Information on the Council website
- iii) Social media **and other forms of on-line engagement**
- iv) Public meetings if requested by a town or parish council
- v) Site notices

In preparing the Supplementary Planning Document, the Council will take into account any representation made in response to this consultation.

- 4.1** 5.1 The Council will carry out an informal scoping consultation, primarily aimed at gathering evidence and information before a Supplementary Planning Document is produced. A Supplementary Planning Document often builds upon more strategic policies in a local plan, providing detail on the Council's environmental, social, design or economic objectives for development.
- At the evidence-gathering and research stage, consultation is directed at those who are known to have technical expertise, relevant knowledge or have asked to be notified of any new Supplementary Planning Documents.
- 4.2** 5.2 The Council will prepare the draft Supplementary Planning Document taking into account any responses received to the scoping consultation. A formal public consultation will take place before the Supplementary Planning Document is adopted.
- Consultation will be carried out using a mixture of direct contact and general publicity, with additional measures to reach underrepresented groups, which could include attendance at relevant community groups, meetings or forums, and publicity of masterplans via social media. Direct contact will be made by letter, email or other appropriate means. When a masterplan is being considered for an area within Mid Devon, early community involvement is to be encouraged. In addition to the methods listed in Policy SCI/4, the Council will consider whether further measures such as leaflet-dropping, exhibitions or workshops are warranted. The level of consultation will endeavour to be proportionate to the likely impact of the plan.
- 4.3** 5.3 In certain circumstances the Council may consider it unnecessary to undertake two stages of consultation on sites where a masterplan requirement exists. For example, if a currently adopted masterplan already sets guiding principles, design considerations or infrastructure delivery requirements/phasing which apply over the proposed site, then it would be unnecessary to re-determine such issues through a scoping consultation. In these circumstances the framework set by the adopted SPD forms the starting point, and preparation could commence on the draft version of the masterplan, subject to one further stage of consultation. Where only one stage of consultation is proposed, the Council will provide a full justification.
- 4.4** 5.4 **Unless specified otherwise, representations must be made in writing (digital e.g email/physical e.g letter) and include the sender's full name and postal address to be taken into account. Information and comments provided to the Council during planning involvement will be made publicly available. The name and address of each representation will be published but all other personal details (e.g. signatures, email addresses and telephone numbers) will be redacted. Comments made during the course of any consultation will be gathered and summarised by the Council, then taken into account as the final Supplementary Planning Document is produced.**

SCI/5 Supplementary Planning Documents: Other

The Council will prepare the draft Supplementary Planning Document and make this available to view on its website and in public libraries and district Council offices. Direct contact methods will be used to consult the following stakeholders:

- a relevant specific and general consultation bodies as defined in the regulations
- b parish and town councils adjoining or within Mid Devon
- c residents or other persons carrying on business in the area, who are registered on the Council's Forward Planning consultation database and have requested to be notified

General contact methods to notify all other stakeholders, using the following methods:

- i) Press release
- ii) Information on the Council website
- iii) **Social media and other forms of on-line engagement**
- iv) Public meetings if requested by a town or parish council

The Council will take into account any representation made in response to this consultation.

- 4.5** **5.5** There is only one consultation period for Supplementary Planning Documents that are not masterplans. It is therefore important that the draft document is clear about the proposals which are likely to be approved.
- 4.6** **5.6** Consultation will be carried out using a mixture of direct contact and general publicity, with additional measures to reach underrepresented groups, which could include attendance at relevant community group meetings or forums, and publicity of Supplementary Planning Documents via social media. In addition to the methods listed in Policy SCI/5, the Council will consider whether further measures such as leaflet-dropping, exhibitions or workshops are warranted. The level of consultation will endeavour to be proportionate to the likely impact of the plan.
- 4.7** **5.7 Unless specified otherwise, representations must be made in writing (digital e.g email/physical e.g letter) and include the sender's full name and postal address to be taken into account. Information and comments provided to the Council during planning involvement will be made publicly available. The name and address of each representation will be published but all other personal details (e.g. signatures, email addresses and telephone numbers)**

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~~**will be redacted. Representations must be made in writing and include the sender's full name and postal address to be taken into account.**~~ Comments made during the course of any workshops will be gathered and summarised by the Council, then taken into account as the final Supplementary Planning Document is produced.

6.0 Neighbourhood Plans/Orders

SCI/6 Neighbourhood Plans/Orders

The Council has a duty to provide advice and assistance to communities choosing to prepare a neighbourhood plan/order. As a minimum, the Council will:

- a) **Publicise and consult on an area designation application in accordance with the regulations**
- b) **Agree and formally designate a neighbourhood area**
- c) **Provide information and advice on the neighbourhood plan process**
- d) **Upon submission, check that a draft plan or order complies with all relevant statutory requirements. Following this, the Council will publicise the proposal for a minimum of 6 weeks and invite representations**
- e) **Appoint and fund the independent examiner**
- f) **Provide an examination venue, if required, and providing no suitable parish venue is available**
- g) **Publish the independent examiner's report on the Council's website and thereafter, consider whether to put a neighbourhood plan or order proposal to referendum**
- h) **Fund and organise the public referendum**
- i) **Adopt the Neighbourhood Plan as part of the overall development plan if supported through examination and referendum.**

Where the Council is responsible for the neighbourhood plan process, it will make every effort to conclude each stage promptly, within prescribed time periods set out in legislation.

6.1 The Council actively supports and promotes neighbourhood planning and is committed to providing ongoing advice and support to groups who wish to prepare neighbourhood plans and orders. In addition to the support offered in SCI/6, the Council may also be able to provide further support, where feasible, by the following means:

- Initial advice on suitability and scope of a neighbourhood plan.
- Ongoing advice and support throughout the process including technical input into key stages. This will be focused on the conformity of the Neighbourhood Plan with national and local planning policy.
- Upon request, set out a housing requirement for designated neighbourhood areas which reflects the overall strategy for the pattern and scale of development in strategic policies and any relevant allocations
- Share existing information and evidence base work held by the local planning authority as appropriate (subject to any data protection or confidentiality issues).
- Practical assistance such as mapping and IT advice.
- Guidance and interpretation of the relative legislative requirements.
- Provide constructive comments on the emerging neighbourhood plan or Order proposal prior to submission and discuss the contents of any supporting documents, including the basic conditions statement.
- Provide relevant contact information for consultation with statutory consultees and advice on undertaking consultation, publicity and engagement exercises.

6.2 Neighbourhood planning enables communities to play a much stronger role in shaping the areas in which they live and work. It is therefore a process that must be led by the community and the Council will not be able to undertake consultation exercises on behalf of a neighbourhood plan steering group, provide project management services, draft the neighbourhood plan or any part or policy therein or undertake any required Strategic Environmental Assessment or Habitat Regulations Assessment (with the exception of providing a screening opinion).

6.3 The Local Planning Authority would not expect to be the sole source of planning advice and assistance to neighbourhood plans, with many groups choosing to secure separate and additional support resources. A wide range of resources are also available to download from the Locality Website.

6.4 If the neighbourhood plan receives support at referendum from more than 50% of those that vote, then Mid Devon District Council will formally adopt the neighbourhood plan. Once adopted, the Plan will form part of the Development Plan. It will be a material consideration in the determination of planning applications.

7.0 Planning Applications

Summary of planning applications processes

7.1 A planning application is an application to the Council for the development of land and may include changes in use and extension to property. Applications are determined in accordance with the Development Plan unless material considerations indicate otherwise. Applications can be made as follows:

Outline; to establish the principle of development. ~~Outline applications can only be made for the erection of buildings.~~

Full; all details of the application should be submitted when the application is made.

Approval of Reserved Matters; details submitted following the grant of outline permission

Permission in Principle; to be granted on sites in plans and registers and for minor sites providing greater certainty of development based on 'in principle matters' such as land use, location and amount of development.

Technical Details Consent; Following permission in principle, full planning permission will only be secured once technical details consent has been obtained.

Prior Approval; a developer may require approval from the local planning authority that specified elements of the development are acceptable before work can proceed.

7.2 There are other forms of consent considered by the Local Planning Authority, such as Listed Building and Tree Preservation Order consents. These are not covered by the Statement of Community Involvement. The consultation requirements associated with permission in principle will be carried out in accordance with the regulations.

7.3 The Council has an adopted 'Scheme of Delegation' to exercise all the powers of the Council as a Local Planning Authority to determine certain planning applications that do not need to be referred to the Planning Committee.

~~7.4 Amendments and variations – an amendment may be made to an application for planning permission before consent has been granted, provided that (i) it is of a very minor nature and would not need re-advertising or re-consulting, or (ii) it is of a minor nature and any consultation or re-advertising could be conducted within the timeframe for determination of the application. Where re-consultation is required, neighbours and those who have made objections or representations on an application may be notified, depending on the significance of the changes to be made. In cases where changes are material and are likely to have an impact a new application would normally be required. Consultation requirements on amendments will be carried out in accordance with the regulations. It is important to note that re-consultation of amendments is not always required and may not take place on an application, depending upon the nature and potential impact of the proposed amendments. All amended plans will be published on the Council's website and any customers who are interested in a particular application are advised to monitor the website to keep up to date with any changes.~~ Amendments and variations can also be made once planning permission has been granted. A non-material amendment is for very minor changes and will not require neighbour notification. Minor material amendments can be made via a 'variation of condition' application and in this case neighbour notification must be undertaken.

~~**7.5 Section 106 Obligations are binding legal agreements between the Council, developers and sometimes others associated with a grant of planning permission. They relate to matters linked to the proposed development, for example contributions toward public open space, affordable housing, and education, or infrastructure works to highways, sewage works or flood defences. The Council may receive requests from developers / landowners to vary or remove planning obligations. Once a request is received, the relevant consultees, the Chairman of Planning Committee, Ward Members and Parish / Town councils should be advised of the request and its nature and given 14 days within which to respond with comments. The Community Infrastructure Levy introduces an alternative system for infrastructure provision outside of a development site. This will streamline the process for taking contributions for necessary infrastructure and will supersede the need for the use of Section 106 agreements in most cases.**~~

~~7.65~~ There are legal minimum requirements for publicity on planning applications, set out in The Town and Country Planning (Development Management Procedure) (England) Order **2015** which require publication on the Council's website, publication of a site notice and/or that neighbours are notified directly (depending on the type of planning application). In some cases, such as for major developments, an advertisement is required in the local newspaper. Section 122 of the Localism Act 2011 has amended the Town and Country Planning Act 1990 to require applicants to carry out pre-application consultation where a proposed development is of a description specified in a development order. In accordance with the National Planning Policy Framework, the Council will make any viability assessments submitted to support an application publically available.

~~7.76~~ Pre-application discussions can significantly reduce the length of time it takes to determine a planning application, allowing for potential barriers to development to be identified early and addressed if possible. The level of consultation required will vary with the significance of the proposal and the likely impact. The Council is committed to seeking consensus solutions where possible, subject to planning policies and principles. ~~It is proposed to set up a three tier approach to planning applications relating to their scale.~~ Policy ~~SCI6~~ **SCI/7** sets the recommended pre-application approaches for major applications.

7.87 Non-major applications are unlikely to raise issues of the scale and complexity of a major application, but they can be contentious in their own right. Accordingly, the Council may wish to recommend to scheme promoters that they consider some forms of public consultation before submitting. The Council does not necessarily endorse a proposal by assisting in pre-application consultation. Applicants are recommended to liaise with the community and to talk informally to their neighbours before submitting an application. This will minimise refusals and the possibility of neighbour disputes.

SCI/6 7 Major Applications Pre-Application Consultation

- a Promoters of development proposals which would fall into the category of major applications (unless they are clearly of a non-controversial or straightforward nature) are strongly recommended to contact the Council at least 12 months before they expect to make an application to discuss the contents of their proposal and agree any necessary public involvement . Scheme promoters will be expected to resource the necessary surveys and consultation procedures.
- b The Council will recommend to the promoters a level of local pre-application consultation, which reflects the scale, complexity, controversy, and policy/ sustainability issues raised and the sensitivity of the area to change. The Council may wish to negotiate a planning performance agreement with promoters to agree timescales, actions and resources for handling particular applications.;
- c The following methods of local involvement on pre-application proposals may be appropriate **for the promoter:**
 - i Newspaper Notice
 - ii Press Release
 - iii Public meetings if requested by a town or parish council
 - iv Individual or group discussions
 - v Public exhibitions (**physical and on-line**)
 - vi Summary leaflets
 - vii Response forms
 - viii Letters to specific landowners/residents
- d The scheme promoter will need to submit a document outlining the nature and results of this public consultation exercise for consideration with the planning application.

7.98 Major developments are proposals containing a minimum of:

- **For residential developments:**
10 or more dwellings, or a 0.5 hectare site area; or
- **For non-residential developments:**
1000 sqm gross floor area or a 1 hectare site area.

7.409 Pre-application discussion is a good way for the scheme promoter to confirm the principle of development and clarify the supporting information required by the planning authority. Pre application consultation by promoters for some applications is now required under the Town and Country Planning Act 1990 as a result of the Localism Act 2011.

7.410 Early public involvement in a scheme is beneficial to applicants, especially on major or controversial development proposals. It facilitates the process as applicants can understand local concerns before submitting the formal application. Applicants will be in a position to negotiate and build consensus with the public on the development proposal to avoid objections and subsequent delay during the formal application stage.

7.411 The level of public involvement should increase with potential difficulties and controversy. This will allow for misunderstandings to be reduced, key areas of concern to be clarified and potential compromise solutions to be reached. In order to ensure that sufficient time is allowed for these discussions, promoters are strongly advised to approach the Planning Authority 12 months before they plan to submit an application. This will allow time to undertake any necessary surveys, discuss alternative approaches and carry out appropriate local consultations. Where a major application is clearly uncontroversial or straightforward, then a shorter timetable is appropriate. ~~**The Council does not necessarily endorse a proposal by assisting in pre-application consultation.**~~

SCI/7 8 Application Consultation

The Council will undertake the following on receipt of a planning application:

- a Consult all relevant statutory bodies once a planning application has been validated. In most cases, 21 days will be allowed for a response, unless provision exists for an extension of time by reference to relevant legislation.
- b Consult relevant town and parish councils with a request for observations, allowing at least 21 days for response. Adjoining district, parish and town councils will also be consulted on development proposals for:
 - i wind turbines exceeding 10m height (to hub)
 - ii ground mounted solar arrays
 - iii agricultural buildings over 500m² gross floorspace
 - iv anaerobic digesters
- c Publicise all planning applications ~~by means of a notice posted on or near the site or write to notify immediately adjoining neighbours giving 21 days for response in accordance with Government requirements.~~
- d Publish a list of planning applications received in a local paper (as long as is required by Government) and on the Council's website ~~and in a local paper as long as is required by government.~~
- e Make live applications and any supporting information available for inspection at the Main Council Office ~~and provide copies where required.~~ All applications will be available to view free of charge on the Council's website.
- f Keep an online register of planning applications and decisions for public inspection.
- g The results of any consultation and written comments will be taken into account in decisions made by, and on behalf of, the Council.
- ~~h Take account of written comments on applications.~~
- ~~i~~ h Notify anyone making representations, on an electronic basis where possible, if the application is to be determined at the Planning Committee Meeting. The agenda and reports for these meetings will be made publicly available on the website prior to the committee.
- ~~j~~ i Publish the decision and the reasons for it, on the Council's website.
- ~~k~~ j When an appeal has been lodged against the refusal of a planning application or to remove or vary conditions the

Council will notify those who have made representations on the application and advise them of the process for making further representations.

7.4312 Once a planning application has been submitted, there is a limited time period within which a decision should be made. It is therefore difficult to carry out more than the minimum legal requirements on public involvement. This emphasises the importance of pre-application consideration and involvement on the more significant proposals. It should be noted that there is no requirement to consult certain bodies where they have published standing advice detailing their requirements for proposed development.

7.4413 The Council will notify anyone making representations, on an electronic basis where possible, if an application is to be determined by Planning Committee. However, notification letters will still be posted to those who do not provide an e-mail address. ~~or to those who wish to receive notification in writing.~~ **The Council will update information on each application on its website during the process of its assessment and determination. This will be the primary means for anyone interested in an application to gain updates over its progress, whether additional information or plans have been received, any comments submitted and whether it is to be determined under delegated powers or if by planning committee, the date of the relevant committee. It will be for anyone interested in an application to monitor information on the website. Any person interested in a particular application is advised to make themselves aware of a possible decision date or a committee date by monitoring the website.**

7.4514 The Council has an adopted 'Scheme of Delegation' to exercise all the powers of the Council as a Local Planning Authority to determine certain planning applications that do not need to be referred to the Planning Committee. Planning Committee meetings are public, and provide an opportunity for applicants and town/parish councils to make representations directly to the committee. One spokesperson is allowed to speak for the application (generally the applicant or agent) **and one spokesperson is allowed to speak against the application. There is also a public question time at the beginning of the meeting for those present to ask questions about any item on the agenda, or to speak briefly by way of background or introduction to those questions, including planning applications.**

7.4615 The Council ~~will~~ **may** consult **where appropriate** adjoining district, parish and town councils for the development proposals outlined in ~~SCI7 (b)~~ **SCI/8 (b)**. However, the Council will also consult more widely where warranted; for instance, where a development is likely to have visual impacts, including cumulative impacts, which affect parishes further afield than those adjoining the application site.

7.4716 Policy ~~SCI7~~ **SCI/8** applies only to applications for planning permission, when Mid Devon District Council is the Local Planning Authority responsible for determining the application. Express consent is not always required, and development or works may be subject to a prior notification procedure only. Policy ~~SCI7~~ **SCI/8** does not apply to ~~the following~~ notification procedures **including but not limited to the following:**

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- Agricultural or forestry development
- Hedgerow Removal Notice
- Telecommunications development
- Demolition
- Works to a tree in a Conservation Area
- Change of use

8.0 Glossary

Allocations -

are proposals that a certain site or area of land should be developed for particular uses and/or buildings. They are shown on a Proposals Map, contained within the Local Plan. There will be a related policy setting out any parameters and criteria for the site, contained within the local plan.

Authority's Monitoring Report -

a document the Council produces annually, setting out how planning policies have been implemented for the previous financial year and whether it has achieved the milestones set out in its Local Development Scheme.

Development Order -

an order made under section 59 of the Town and Country Planning Act 1990 which either gives planning permission for certain kinds of development or allows Councils to grant permission if the provisions of an order are met.

Development Plans -

are plans which set out policies and proposals for changes of land use, new buildings, changes to existing buildings and other proposals which require planning permission.

General Consultation Bodies -

are organisations with an interest in the social, economic and environmental development of an area, and which may be consulted on the preparation of local plans and Supplementary Planning Documents.

Local Development Scheme (LDS) -

a project plan for the preparation of local plans.

Local Planning Authority (LPA) -

is a council with planning powers. For most purposes, this is Mid Devon District Council, but Devon County Council is the LPA for minerals and waste.

Local Plans -

are part of the Development Plan, covering the whole of a District (except for any areas within a National Park) and giving comprehensive policy coverage at a detailed level. They are also known as Development Plan Documents.

Major Planning Applications -

are applications for residential development with a minimum of 10 dwellings or a 0.5 hectare site area, and planning applications for non-residential development with a minimum of 1000 square metres gross floor area, or a 1 hectare site area.

Non-Major Planning Applications -

are planning applications which are not categorised as major.

Other Planning Applications -

are change of use applications and householder applications.

Permission in Principle -

to be granted on sites in plans and registers, and for minor sites providing greater certainty of development based on 'in principle matters' such as land use, location and amount of development.

Policy -

a written guideline or set of criteria which describes how the planning authority will deal with development proposals. They may relate to the whole district, or defined areas within the district and may be relevant to particular types of development or a range of developments. Policies contained within a local plan are the primary consideration for decisions on planning applications.

Primary Consideration -

planning applications are required by law to be determined in accordance with the Development Plan unless material considerations indicate otherwise. This means that when the local authority determines a planning application it will look at what Development Plan policies and proposals apply to a particular parcel of land or building and then see how closely the development proposal complies with the Plan. It will then consider other relevant issues (known as material considerations) and decide whether these are important enough to outweigh the policies of the Development Plan in that instance.

Prior Approval -

means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed.

Proposals -

see Allocations.

Proposals Map / Adopted Policies Map -

a map showing the areas or sites to local plan policies and proposals apply.. It will contain Inset Maps, showing particular areas in more detail.

Registered Bodies -

for the purposes of this Statement, are individuals or organisations which have asked to be consulted on Local Plan and Supplementary Planning Document preparation, details of whom are kept on a Council register. They will include all relevant General Consultation Bodies.

Soundness -

is a term describing the tests against which a local plan will be assessed at the Examination.

Specific Consultation Bodies -

are the bodies defined in the Local Planning Regulations which must be consulted when a local plan is produced. They include parish and town councils, English Heritage and similar statutory bodies.

Statement of Community Involvement (SCI) -

a statement within the Local Development Framework that sets out the Council's policies for the public involvement in the preparation of Local Plans, Supplementary Planning Documents and planning applications.

Supplementary Planning Document (SPD) -

a document within the Local Development Framework that sets out more detailed policies in support of those contained in a local plan. It does not form part of the Development Plan, but is a material consideration on planning applications.

Sustainable Communities -

are places where people want to live and work, now and in the future.

Sustainable Development -

is development which meets the needs of the present while not preventing future generations meeting their own needs. The sustainability of local plans must be assessed through Sustainability Appraisals and Strategic Environmental Assessment (SA/SEA).

Technical Details Consent -

Following permission in principle, full planning permission will only be secured once technical details consent has been obtained.

Underrepresented Groups -

are groups that rarely get involved in planning processes, including young people, minority ethnic groups, people with disabilities, new residents, people on low incomes and people who have difficulty reading, writing and speaking English.

Useful Abbreviations:

CS	-	Core Strategy
DPD	-	Development Plan Document
LDS	-	Local Development Scheme
SA	-	Sustainability Appraisal
SCI	-	Statement of Community Involvement
SEA	-	Strategic Environmental Assessment
SPD	-	Supplementary Planning Document

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